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Approved For Release 2002/06/26 : CIA-RDP78-04718A000400240131-8

*Meeting-5*

*7/17K  
12/14*

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MINUTES OF STAFF MEETING  
ADMINISTRATIVE STAFF CHIEFS

23 January 1952

DISTRIBUTION

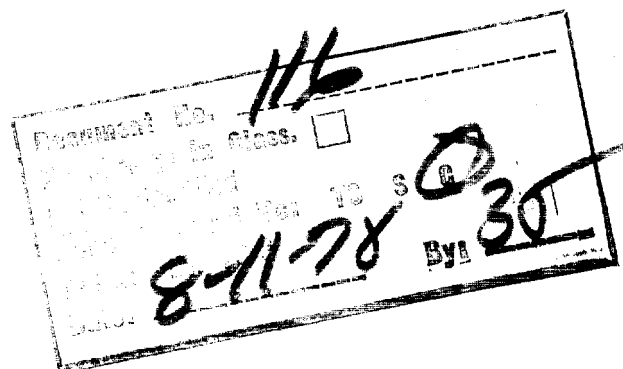
Deputy Director (Administration) ✓  
Asst. Deputy Director (Administration)  
Asst. Deputy Director (Admin)(Special) x

25X1A9A

[Redacted]

Chief, Inspection and Security  
General Counsel  
Assistant Director/Personnel  
Auditor-in-Chief  
Chief, Office of General Services  
Chief, Organization and Methods Service  
Chief, Administrative Service  
Chief of Procurement  
Comptroller  
Chief, Medical Staff  
Mr. [Redacted]

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1. Colonel White introduced [ ] and announced that he would be special assistant to the Deputy Director (Administration). 25X1A9A
2. It was emphasized that the purpose of having weekly staff meetings is to discuss problems of common concern and to keep the staff chiefs advised of happenings within the Agency of interest to them. However, in disseminating the information received at these meetings to the lower echelons within their respective offices, the "need to know" principle would apply.
3. Staff Chiefs were advised that the Director had established a firm personnel ceiling for the Agency which would not be exceeded except with his personal permission. The Comptroller, Assistant Director/Personnel, and Chief of Organization and Methods are working on this problem at the moment, and within a very few days personnel ceilings substantially below present authorized Tables of Organization will be established.
4. In this connection, Colonel White asked Mr. Meloon to run a check on the length of time it now takes to photostat personal history statements since it has been reported that it takes two weeks to do this job.
5. The assembled group was advised that we hope to receive an appropriation at this session of Congress to construct a new building, but that developments were not far enough along yet to furnish much additional information.
6. Interested offices were requested to be prepared to discuss with the ADD/A the Procurement request for an increase in their T/O not later than 28 January 1952.
7. General Davison reported that they have already implemented many of the recommendations made in their study of the personnel pool, all of which were indorsed by the Inspector General.
8. With the understanding that the Assistant Director/Personnel has made a staff study of the Central Processing Branch and has certain recommendations to make in connection therewith, it was requested that these recommendations be forwarded to the DD/A at the earliest practicable date.
9. All Staff Chiefs were requested to effect proper staff coordination with other interested offices prior to forwarding correspondence to the DD/A for approval. Insofar as possible such documents and correspondence should be submitted in staff study form so that the DD/A can make a decision based on the facts presented in the staff study.

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10. It was announced that in the future the Assistant Director/Personnel or the Personnel Director would prepare notices of appointment of personnel, and that such notices would be signed by the DD/A "For the Director of Central Intelligence".

11. Organization and Methods Service was requested to conduct a study of our present personnel statistics and make specific recommendations as to what kind of a system we need to insure that these statistics are current and accurate.

12. Assistant Director/Personnel reported that a progress report on the career service committee is ready for submission to the Director.

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14. Mr. Saunders and Mr. Houston also reported that the Bureau of the Budget again raised the question of the seemingly large number of super-grades in CIA as compared with other agencies.

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